



# SORRT

NETWORK

## CALENDAR

### ANNUAL RECYCLING REPORTS DUE

#### FEBRUARY 1, 2009

Large-sized businesses  
(250 or more employees)

#### MARCH 1, 2009

Medium-sized businesses  
(100 to 249 employees)

Selected small-sized businesses  
(less than 100 employees)

Commercial property owners/  
managers of multi-tenant facilities

### RECYCLING VOLUNTEER ORIENTATION SESSION

#### MARCH 18, 2009

6:00 pm – 9:00 pm

101 Monroe Street  
Lobby Level Auditorium  
Rockville, Maryland

To register please call the Recycling  
Volunteer Program at 240-777-6445



Business  
Recycling:  
**It's the  
Law.**



## In 2009... File Early

### Filing your Annual Recycling Report is easier than you think!

Montgomery County has an estimated 35,000 businesses that generate over half of all of the solid waste generated in the County. Montgomery County Executive Regulation (ER) 15-04AM requires all businesses to recycle mixed paper, commingled materials (aluminum cans and foil products, bi-metal steel/tin cans, glass bottles and jars, and plastic bottles and containers), scrap metal, yard trim, and Christmas trees. The Annual Business Recycling and Waste Reduction Reports provide the County with important data on the total amount of waste generated and the type and quantity of materials recycled each calendar year. This information allows the County to assess future recycling policies and programs and determine the needs for further education and resources. Aside from fulfilling County requirements, the Annual Recycling and Waste Reduction Report can be a useful tracking tool to measure your business' recycling efforts and reevaluate them on an annual basis.

### What information is needed to complete the Annual Recycling Report?

In addition to basic contact information for your business, you will need to determine the amount of materials your business recycled and disposed of as waste during the previous calendar year. In most cases the required information can be provided by your recycling and refuse collection company, so request that monthly tonnage reports (weight receipts) are included with your invoice. Businesses are also required to maintain records of contracts and/or invoices for inspection and verification by the County. If your business self-hauls recyclable materials to a recycling facility, you should obtain and review copies of scale house tickets or your reporting logs to get this information.

*Continued on page 2*

Visit Our  
Web Site

[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)

### Who is required to file?

Large businesses (250 or more employees), medium businesses (100 to 249 employees), selected small businesses (fewer than 100 employees), and property owners and managers of multi-tenant facilities must file an Annual Business Recycling and Waste Reduction Report with the Division of Solid Waste Services (DSWS) according to the schedule below:

### Deadlines for Businesses to File:

<b>Business Size</b> (Number of Employees)	<b>Large</b> (250 or more on-site employees)	<b>Medium</b> (100 to 249 on-site employees)	<b>Small</b> (fewer than 100 on-site employees)	<b>Property Owners/Managers of Multi-Tenant Facilities</b>
<b>Annual Report Due Date</b>	<b>February 1<sup>st</sup></b>	<b>March 1<sup>st</sup></b>	Initial submission due 60 days from receipt of a written request from DSWS; thereafter, annually by <b>March 1<sup>st</sup></b>	<b>March 1<sup>st</sup></b>

### Is a small business with less than 100 employees required to file an Annual Recycling Report?

Small businesses (fewer than 100 employees) are only required to file an Annual Recycling Report if they have received a written request from the Division of Solid Waste Services. If you're not sure if your small business has received a written request to file the report, please contact the SORRT Program at 240-777-6400 for further information.

### How do I complete and file the Annual Recycling Report for my business?

Completing and filing your Annual Recycling Report is easy. The report requires basic contact information, descriptions and quantities of the materials recycled, and the amount of solid waste (trash) collected from your business during the previous calendar year. The report must also include details on your waste reduction efforts, and explain how your business is educating its employees, customers, and tenants about recycling.

To encourage waste reduction by reducing the need to send paper forms, DSWS encourages businesses to file their Annual Recycling Report on-line after January 1, 2009 by visiting [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling) and completing an on-line form. If your business cannot complete its report on-line, your completed Annual Recycling Report form can still be mailed or faxed to DSWS at 240-777-6465.

### What are the benefits to filing on-line?

Filing the Annual Recycling Report on-line:

- Provides an immediate confirmation of receipt from the County.
- Eliminates the need to mail or fax your Annual Recycling Report to the County, and reduces the possibility of the report getting lost in the mail.
- Easy access to previous Annual Recycling Reports that your business has filed electronically for reference when analyzing your current recycling activities.
- Supports waste reduction by reducing the amount of paper needed to file a recycling report.

Remember, there are fines for not filing your Annual Recycling and Waste Reduction Report on-time. So don't delay...file today! It's the Law.

## Helpful Tips to Make Filing your Annual Recycling Report Successful

- Your Annual Recycling and Waste Reduction Report will always cover the previous calendar year. For reports submitted by February 1, 2009 and March 1, 2009, the report will cover activities during calendar year 2008.
- Track your business' recycling information monthly and calculate it when you prepare your Annual Recycling Report at the end of the year.
- Ask your recycling and refuse collection company to provide monthly tonnage reports (weight receipts) along with your invoice.
- When reporting recyclable material information, don't forget to list any voluntary materials that your business recycles such as pallets, toner cartridges, textiles, computer equipment, etc.
- Don't forget to include the amount of solid waste (trash) collected from your business. This will allow the County to estimate your recycling rate.
- Use page 3 of the Annual Recycling Report form to describe your waste reduction and education efforts at your business.
- Please remember that the Annual Recycling Report must be signed/approved by the person completing the report as well as a corporate officer who is responsible for compliance with the recycling regulations.
- Property managers should ask their tenants to provide them with the amounts of additional recyclable materials that they contract for service independently (such as shredded paper) and add this information to the Annual Recycling Report for the entire building/property.

# Does Your Business Recycling Program Go Above and Beyond?

## We Want it All!

In addition to the mandatory materials required to be recycled by ER15-04AM (see back cover), there are many other types of materials generated by businesses that are not necessarily required to be recycled, but that can still be removed from the solid waste stream. If your business is already doing a good job at recycling the mandatory materials, why not go the extra step and recycle more? Additional materials such as rechargeable batteries, computer equipment, cell phones, toner cartridges, and wood pallets may be voluntarily recycled by finding the appropriate vendor/outlet for them.

## Identify Voluntary Recyclable Materials

There are many other types of materials that your business may be able to recycle and keep out of the solid waste stream. For example, many area grocery stores collect used plastic bags to recycle, and office supply stores offer recycling of used toner cartridges and computer equipment. When you purchase products, inquire about whether or not the retailer or manufacturer will collect and recycle the product or packaging after it is used. Some examples include:



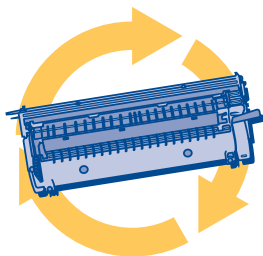
### Batteries (regular and rechargeable)

Battery manufacturers responded to environmental concerns, and now produce dry cell and alkaline batteries (regular batteries) that are virtually free of mercury and therefore can be disposed of as regular waste. Rechargeable batteries though are considered hazardous waste and should be disposed of properly. You may opt to take your rechargeable batteries to Montgomery County's Solid Waste Transfer Station/Recycling Center as an EcoWise participant, but several retailers accept rechargeable batteries for recycling. Your business may even be able to establish its own battery collection and recycling program. For further information on how to set up your battery recycling program and a list of retailers near you that accept these materials, visit [www.rbrc.org](http://www.rbrc.org) or visit [montgomerycountymd.gov/recycling](http://montgomerycountymd.gov/recycling).



### Computers and Related Electronic Equipment

Montgomery County businesses can recycle computers and related equipment at the Solid Waste Transfer Station/Recycling Center. The County will normally accept up to 10 units of an item at no additional charge. Businesses can also contract individually with private computer recycling companies or can check with the manufacturer for a take-back option. To find a list of private computer recycling companies or for more information, contact the SORRT Program at (240) 777-6400 for assistance.



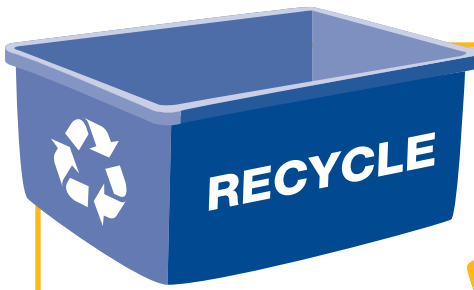
### Toner Cartridges

Recycling toner cartridges is not only good for the environment; it's fairly simple to do. Many retailers that sell toner will also collect your used toner cartridge and recycle it for you! It is fast, easy, and free of charge! Some retailers/manufacturers may even offer you a price break on a new cartridge for trading in the old one or will include the shipping label so that you can mail it back to them. Some online venues will offer you payment to send them your used cartridges. You can even go the extra step with closing the loop, and purchase refillable toner cartridges and reuse the same cartridge over again to further reduce the amount of waste generated.

If your business generates any or all of these types of materials, go the extra step and recycle 100 percent of what can possibly be recycled. Recycling more also means reducing waste and this can also save on solid waste disposal costs and translate into savings for your business. Stretch your creativity! Come up with alternative ways for your business to recycle more, and aim for the goal to recycle 50 percent of all waste generated in the County.

For additional information regarding voluntary recycling, or to find a collection contractor or facility that will accept these voluntary materials, please refer to the Montgomery County Business Recycling Regulation Handbook, Section 7: Specialized Recycling Services by Material Type available on-line at [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling) or contact the SORRT Program at (240) 777-6400 for assistance.





*There's always time for recycling...*



## Recycling Checklist

Commercial properties and businesses must recycle the following materials if these products are generated:

### MIXED OR SORTED PAPER

-  White Paper & Colored Paper
-  Cardboard, Boxboard, & Cereal Boxes
-  Newspaper & Inserts
-  Magazines & Catalogs
-  Telephone, Paperback, & Hardcover Books
-  Unwanted Mail & Envelopes with or without windows
-  Shredded Paper & All Other Clean, Dry Paper

### COMMINGLED CONTAINERS

-  Glass Bottles & Jars
-  Aluminum Cans & Foil Products
-  Bi-Metal Food & Beverage Cans
-  Plastic Bottles and Containers



### YARD TRIM

(Grass, Leaves, and Brush)



### CHRISTMAS TREES



### SCRAP METAL

Businesses are encouraged to voluntarily recycle the following materials:

- Toner Cartridges
- Computers/Electronic Items
- Pallets
- Batteries

[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)

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Montgomery County Division of Solid Waste Services  
SORRT Program  
Contact: Gabriela Monzon-Reynolds  
101 Monroe Street, 6th Floor  
Rockville, Maryland 20850  
**Important Contact Information**  
Division of Solid Waste Services  
(240) 777-6400  
(240) 777-6442 (tty)  
(240) 777-6465 (fax)  
www.montgomerycountymd.gov/recycling  
e-mail: recycle@montgomerycountymd.gov  
**Recycling for Businesses**  
(240) 777-6400  
**Recycling for Multi-Family Properties**  
(240) 777-6400  
**County Transfer Station**  
(240) 777-6560  
**County Recycling Center**  
(301) 417-1433  
This information is available in an alternate format by  
calling Gabriela Monzon-Reynolds at (240) 777-6400.

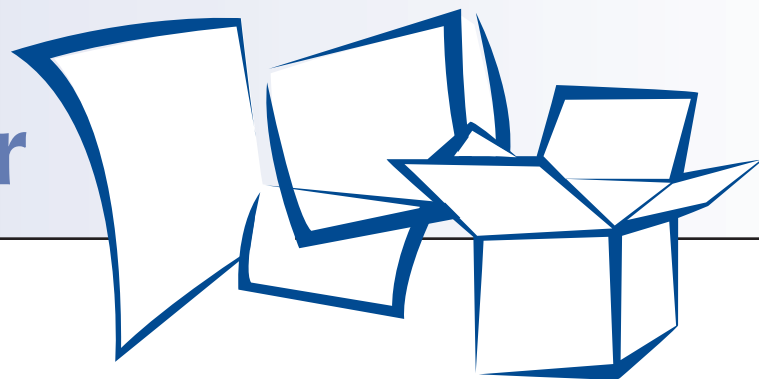
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2009

WINTER



# Focus On: Paper



## Paper Prices Vary Widely from 2007 to 2008

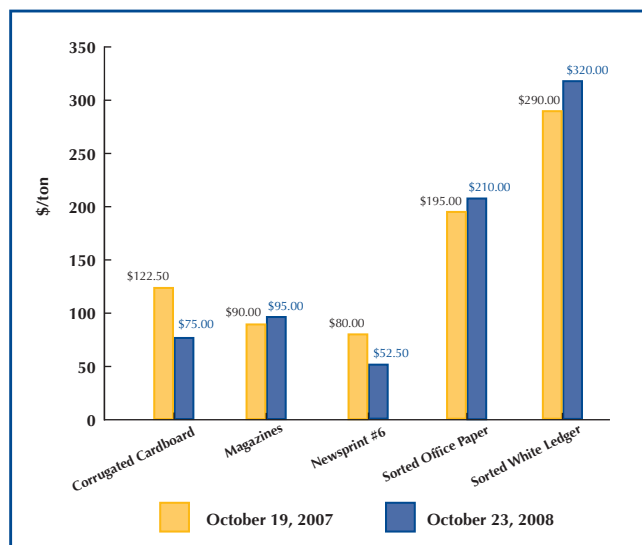
In 2008, sorted white ledger, sorted office paper, and magazines steadily increased in market value when compared to the fourth quarter of 2007, while corrugated cardboard and newsprint prices experienced dramatic decreases. During this period, sorted white ledger prices increased by 10 percent, rising from \$290.00/ton in 2007 to \$320.00/ton in the same quarter in 2008. Sorted office paper prices followed this same trend, rising from \$195.00/ton in 2007 to \$210.00/ton in 2008, showing an eight percent increase. Prices for magazines had increased by six percent (from \$90.00/ton in 2007 to \$95.00/ton in 2008). However, prices for corrugated cardboard declined from the fourth quarter of 2007 to 2008 from \$122.50/ton to \$75.00/ton and newsprint prices decreased from \$80.00/ton to \$52.50/ton netting 39 percent and 34 percent decreases, respectively.

Average Recycled Commodity prices in U.S. dollars, unless indicated.  
Northeast USA/Maritimes Region\*

	October 19, 2007	October 23, 2008
<b>Paper (\$/ton)</b>		
Corrugated Cardboard	\$122.50	\$75.00
Magazines	\$90.00	\$95.00
Newsprint #6	\$80.00	\$52.50
Sorted Office Paper	\$195.00	\$210.00
Sorted White Ledger	\$290.00	\$320.00

\* Northeast USA/Maritimes Regional prices were selected because they represent a large Mid-Atlantic market. New York market prices are no longer available.

Materials Picked Up at Seller's Dock



- All white and colored office paper including computer paper
- Post-it® notes
- Cardboard boxes
- Telephone books
- Paper folders and binders
- Paperback books (ask your collector if they will take hardcover books as well)
- Kraft envelopes and manila folders
- Gift wrapping and tissue paper
- Inner cardboard rolls from toilet tissue and paper towels
- Magazines and catalogs
- Newspapers and inserts
- Paper egg cartons
- Shredded paper
- Paperboard (such as cereal, snack food, and beverage can packaging)
- Unwanted mail, including envelopes (with or without windows)

To join SORRT or learn more about business recycling, call Gabriela Monzon-Reynolds,  
Program Manager for Montgomery County's SORRT Program.  
240-777-6400 • 240-777-6442 (TTY) • 240-777-6465 (FAX) • E-mail: [recycle@montgomerycountymd.gov](mailto:recycle@montgomerycountymd.gov)

VISIT US AT OUR WEB SITE: [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)



Montgomery County Department of Environmental Protection  
Division of Solid Waste Services  
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